

## *Corrections*

### **16.000 Dealer Corrections on Application for Registration of New Vehicle (REG 397)**

Dealers may correct errors on any part of the Application for Registration of a New Vehicle (REG 397) **except** the odometer disclosure section. The dealer or the dealer's authorized representative who signed the dealer certification **must** okay and initial the correction.

**Errors in the Odometer Disclosure Section**—When the error is in the odometer disclosure section, a Vehicle/Vessel Transfer and Reassignment Form (REG 262) **must be** used for the odometer disclosure and a Statement of Facts (REG 256) explaining the reason for the separate disclosure form must be submitted with the application.

### **16.005 Errors on the Certificate of Title and/or Registration Card (VC §§4161 and 4163)**

The Certificate of Title and/or registration card must be submitted to the department to correct most errors. A vehicle verification is required to substantiate the error.

**EXCEPTION:** The title and a vehicle verification **are not** required to correct the license plate or sticker number, the motive power, or the address of the registered or legal owner. The registration card **is not** required to change an address.

### **16.010 Statement of Error or Erasure**

A Statement of Error or Erasure (REG 101) completed by the person who made the error **is required** for any erasure and/or lined-out information on the California or nonresident title. Dealers and financial institutions **may** certify to signature errors, including their own, made by a representative of the dealer or financial institution. The person whose signature appears in error must complete a REG 101 for all other signature errors.

### **16.015 Lienholder Name Omitted on the Certificate of Title**

If a lienholder's name is omitted on the Certificate of Title because the lienholder **was not** shown on the registration application **or** because of a department error, the Certificate of Title **must be** submitted to the DMV.

**16.015 Lienholder Name Omitted on the Certificate of Title, continued**

If the omission was due to a departmental error, the department cancels the incorrect title and issues a corrected title to the lienholder **provided** the vehicle has not been encumbered with another lien. If a second lien has been taken on the vehicle and a title has been issued to that lienholder **or** if the title was used to transfer ownership to a new owner who has been issued a title, then the department notifies all parties that it will not honor any outstanding Certificate of Title until the matter is resolved.

Resolution may be submission of the properly released title or a court order.

**16.020 Change or Correction of an Owner's Name (VC §§4150 and 4453)**

The owner's true full name as shown on his/her driver license or ID card **must** be shown on the Certificate of Title and registration card. When an owner's name changes or is not shown correctly, these certificates and the department's records must be corrected. There is no fee for a name change or name correction.

**Name Changes**—The Certificate of Title must be submitted to the DMV, and:

- The owner's new name must be printed in the new owner section on the back of the title. A signature **is not** required.
- The name and address of the legal owner/lienholder, if any, must be entered/reentered on the back of the title.

<i><b>If the vehicle owner is...</b></i>	<i><b>then the following is also required...</b></i>
an individual	a Name Statement (REG 256) completed by the person whose name changed.
a corporation	<p>a copy of the Board of Director's Resolution authorizing the change. One copy may be accepted for a fleet.</p> <p><b>NOTE:</b> Use tax and a smog certification <b>may be</b> required when the business structure changes. For example, the addition or loss of a partner, a change from partnership to a corporation, or a merger of two or more corporations are examples of changes in a business entity. In such cases, the applicant must submit a use tax exemption (BOE 111) from the Board of Equalization with the application.</p>
a business (in partnership or individually-owned)	<p>a Statement of Facts (REG 256) completed by the business owner stating there is no change in the business entity.</p> <p><b>NOTE:</b> Changes in the business entity such as the addition or deletion of a partner or from a partnership to a corporation <b>are</b> transfers, <b>not</b> a change of name.</p>

**16.020 Change or Correction of an Owner's Name, continued**

**Name Corrections**—Before requesting a correction, determine that the name is actually incorrect. Some individual's names cannot be printed on the certificates exactly as written or shown on an application. For example, divided or hyphenated names like De La Cruz or White-Smith will appear as Delacruz and Whitesmith on the certificates. This does not apply to separated business or company names.

When the name **is not** correct, the requirements are:

- The Certificate of Title.
- A Name Statement (REG 256) completed and signed by the person whose name is being corrected.

**16.025 New Vehicle Sale Reported Incorrectly by the Dealer**

When a dealer erroneously reports a new vehicle of a different description than the vehicle actually sold, the Certificate of Title and registration card must be submitted to DMV and the dealer completes a Dealer Statement of Facts (REG 477) with the vehicle descriptions for the vehicle incorrectly reported and the vehicle actually sold. Any additional fees to register the correct vehicle must be submitted with the application.

**16.030 Legal Owner Corrections on an Application in Processing**

The department **cannot** correct/change the legal owner/lienholder named on an application once the application has been mailed or forwarded to Sacramento Headquarters; the change must be handled as a transfer/change of legal owner/lienholder after the new Certificate of Title is received.

